Recruitment/Appointment Process

Staff to Boards and Commissions are encouraged to assist in the recruitment process by identifying Board and Commission candidates and referring them or give their names to the City Clerk's Office. However, they cannot lobby or otherwise attempt to influence the selection process beyond the recruitment activity. No letters of recommendation shall by provided by staff for a candidate. (Per Administrative Policy, Ch. I, Art. XV, Sect. 2, Subd. 6).

Recruitment is done in two phases, a Spring Recruitment and a Fall Recruitment. The Spring Recruitment is designed to fill upcoming vacancies with terms ending on June 30, and if necessary, to fill seats that have become vacant due to resignations. The Fall recruitment is conducted only if there are vacant seats not filled in the Spring Recruitment or have occurred after the June 30. Special recruitments may be done at the pleasure of the Council. The City Clerk's office conducts the recruitment that includes the following:

- Ads are run in the San Jose Mercury and the Sun
- A recruitment video is shown on KSUN
- Ads are run on local radio stations
- Utility stuffers are sent out
- Articles are written for the Quarterly Report
- Letters are sent out to Sunnyvale Associations
- Attend outside functions/events for outreach (Farmers Market, etc.)
- The Sunnyvale Website is updated
- Flyers are posted
- Announcements are made at Council meetings
- An information meeting is held for prospective applicants

A report to Council is prepared annually to review the recruitment process and establish deadlines and interview dates. The City Clerk schedules an interview date for the applicant with the Council. After all interviews are concluded, the actual selection/appointment is made at a Council meeting. The Council considers all vacancies on one Board and Commission at a time. Applicants receiving the majority vote are appointed. The applicant need not be present at the Council meeting. All applicants will be notified by the City Clerk's office of the results of the appointments by phone. In addition, successful applicants will receive an official notice from the Mayor, in writing, of their appointments.

Additional information about recruitment is contained in the Administrative Policy Article XV. Additional information about appointment is contained in Council Policy 7.2.8.